Advising Refresher

Advising folder: started at Muskie Preview and follows student when change of advisor, at request of the Registrar’s Office. Includes profile sheets, LAE worksheets, Add/Drop, etc.

Muskie Link: Advisors can check transcripts, grades, contact phone numbers on Muskie Link, and students will use it to register for classes

Catalog of Entry: Students must follow the catalog requirements in effect at the time of first enrollment. A student can elect to meet graduation requirements of a later catalog.

Declaration of Major/Minor:
- These forms should be signed and turned in to the Registrar’s Office. Registrar’s Office will notify you to send the advising folder on to the new advisor.
- Monitor closely that each student has declared a major, and moved to an advisor within the major department, by the end of their 4th semester.

Minors are not required for graduation

4 Year Plan:
- Often done in FYS, but not always fully accurate if student doesn’t have a major yet.
- Should be complete with advisor w/in major, keeping in mind classes which are not offered each semester

Degree Requirements:
- 124 hours → 50-58 LAE → 40 at 300-400 level → 15 for minor → elective hours
- Must have 2.0 GPA overall and 2.0 GPA in major

Academic Standing:
- “Good” academic standing = 12 completed, graded hours and 2.0 semester and cumulative GPA
- Probation and Dismissal: students not meeting criteria of “good” standing are reviewed by VPAA, Asst. to the VPAA, and Registrar. Determination is made to either list the student as on probation, dismissal waived/probation, or dismissal (w/ and w/o appeal)

Probation and Dismissal:
- Students are officially notified by the VPAA Office of a delinquent academic status upon distribution of the official grade cards. Advisors are notified at the same time, by letter through campus mail.
- Students are subject to probation or dismissal if they fall below a 2.0 in a given semester and/or they complete less than 12 hours of coursework (10 hours for PLUS)
- Students who have been academically dismissed must apply for re-admission. Re-admission is contingent upon successful completion of college-level coursework elsewhere for a minimum of one semester at the full time level.

Directed Study:
- Must clarify need. Especially difficult to get approval for part-time students because it effects Adjunct Payroll. Only students who have earned 60 credit hours are eligible to take courses by directed study. Must register for DS by the end of the 4th week of the semester.

Internships:
- Proposals need to be complete.
- Minimum 2.5 cumulative GPA
- Minimum Junior Standing (60 hours).
- 40 hours work/ credit hour requested
- Written Proposal MUST contain all items listed on the back of the Internship Proposal form.
- All signatures prior to VPAA
- Internships are ONLY graded S/U
- A single internship can only be counted for up to 6 hours
- Students can complete many hours of internships, but ONLY 16 hours, including student teaching, will be applied toward graduation

Career Field Experience:
- Proposals need to be complete.
- Minimum 2.0 cumulative GPA
Minimum Sophomore Standing (28 hours)
- 40 hours work/credit hour requested (no more than 2 credits total)
- Written Proposal MUST contain all items listed on the back of the Career Field Experience Proposal form.
- All signatures prior to VPAA
- CFE’s are ONLY graded S/U
- A single CFE can only be counted for up to 2 hours
- Students are only allowed to complete a total of 4 hours of CFE toward graduation

Early Assessment Grades:
- Required for First Years, Probation and PLUS students, Post Secondary, Transfers, and International students as well
- Should touch base with each advisee regarding their Early Assessment Grades
- The primary focus is on students who are at-risk or demonstrating change in pattern

Off-Campus & Study Abroad:
- Coordinated through Meri Linn Emerson

Transfer Credits:
- Evaluated in the Registrar’s Office
- Only the course credit transfers in, NOT the grade. Therefore, only impacts graduation requirements, NOT GPA

Course Repeats:
- A course may be repeated ONCE if the original grade is a C- or lower. Should be repeated at the next offering whenever possible
- Both grades remain on record, but the most recent is factored into the GPA.

Withdrawals (from course and from College) and Leave of Absence:
- A student may take a Leave of Absence for one or two semesters ONLY if the cumulative GPA is a 2.0 or higher, and student is currently in good academic standing.
- A student can withdraw from a class through the 50th day of the semester. The Course Withdrawal form should be completed.
- The advisor’s signature is not required for an institutional withdrawal. A student can withdraw from the College at any time until the last regular day of classes (not the end of finals) to receive W’s as grades for that semester.
- ALL withdrawals from the College or Leave of Absence forms are completed through the VPAA Office, and the student will complete an exit interview. This can be handled via the phone if needed.

Dean’s List:
- To be on the Dean’s List, a student must earn a minimum semester GPA of 3.6 and have completed a minimum 12 credit hours of A-F graded coursework (PLUS students, 10 hours). S/U grades do not count in the credit hour requirement.

FERPA
- All advisors should have a copy of the FERPA for each student at all times. If you don’t have one, you can get a copy from the Registrar’s Office.
- Parents are taking a much more active role in the student’s academic success these days. Make sure you have a signed FERPA release before discussing anything!

Student Responsibility:
- The student advisee is responsible for meeting all appropriate courses, major and graduation requirements. While the student and advisor are partners, the student needs to be knowledgeable.

Class Standing:
- Senior- min of 92 semester hours
- Junior- min of 60 semester hours
- Sophomore- min of 28 semester hours

Transferring Courses to Muskingum:
- Must be from accredited institution
- Official transcript needed
- Must be a minimum grade of C-